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Minimum Qualification Specification
for the Class:

PRIVATE SECRETARY I

Experience Requirement:

Except for the substitutions provided for in this specification, applicants must have had the kind, amount and quality of experience described in the following paragraphs:

General Experience: One-half year of work experience which involved performance of tasks which demonstrated knowledge of English grammar, spelling and arithmetic; and the ability to read and understand oral and written instructions, and speak and write simply and directly.

Specialized Clerical Experience: Two years of progressively responsible typing, stenographic and/or substantive clerical work experience which demonstrated possession of, in addition to the knowledge and abilities noted under General Experience, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial-type tasks including, but not limited to, several of the following: serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence; reviewing outgoing correspondence for format, grammar, spelling and typography; maintaining a log of pending work; etc.

Secretarial Experience: In addition to the above General and Specialized Clerical Experience, three years of progressively responsible typing, stenographic and/or substantive clerical work experience which demonstrated possession of the ability to perform secretarial duties including, but not limited to the following: (1) providing personal assistance to an administrator or executive by attending to the administrative details of an office; (2) having an overall awareness of the activities and administrative framework of a program/ organization; and (3) exercising sound judgment.

Substitutions Allowed:

Any combination of work experience and/or education, although not cited elsewhere in this specification, which clearly demonstrates the applicant's possession of knowledge, skills and abilities comparable in quality and quantity to those described in this specification may be accepted as satisfying a portion or all of the minimum qualification requirements.

Substitution of Education for Experience:

1. Graduation from high school with courses in basic English and arithmetic may be substituted for the required six months of General Experience.
2. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree or diploma at an accredited community college, business or technical school which included courses in business English, arithmetic, office clerical procedures, and office machines may be substituted for one year of Specialized Clerical Experience.
3. Partial completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum at an accredited community college, business or technical school which included courses in business English, arithmetic, office clerical procedures, and office machines may be substituted for the Specialized Clerical Experience on a month-for-month basis.
4. Education in an accredited university in a baccalaureate program may be substituted for the Secretarial Experience, on the basis of fifteen (15) semester hours for six months of experience, up to maximum of one year provided it included at least two or more of the following types of courses: human relations in business, business correspondence or communications, principles of management, personnel management relations, office management, business administration, etc.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Selective Certification:

Certain positions may require that certification and selection be restricted to eligibles who possess the pertinent specialized experience and experience and knowledge required to perform the duties of the position (e.g., typing and/or taking and transcribing dictation at a certain rate of speed). In requesting selective certification, the department must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties and responsibilities of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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This is the first minimum qualification specification for the class PRIVATE SECRETARY I and is applicable only to those positions subject to civil service provisions on recruitment and tenure. Establishment of this specification does not affect the class Private Secretary II which is not subject to civil service provisions on recruitment and tenure even though the class is included in the position classification plan.

DATE APPROVED: 9/29/83

James H. Takushi
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